

Custodial, Labor and Trades Group  
Skilled Trades Series

QUALITY CONTROL INSPECTOR  
03/95

### *Summary*

Under general supervision of Superintendent, conducts quality control inspections of repairs, modifications and maintenance of automotive equipment and provides instructions to assure compliance with established maintenance standards, practices and procedures; and performs related duties as required.

### *Typical Duties*

In coordination with Automotive Maintenance Ticket Writer and supervisors, inspects equipment coming in the maintenance shop for emergency repairs or scheduled maintenance; reinspects the equipment to insure that recommended repairs are properly made; inspects completed repairs and modifications to insure compliance with specifications; determines need for repairs by road tests, by questioning the operator concerning vehicle's performance, by visual inspection or by use of electronic and other testing equipment; refers to specifications, work orders and technical manuals; inspects vehicles and discusses with supervisor or mechanic the nature and extent of damage or malfunctions.

Inspects and tests vehicles, such as automobiles, buses, trucks, heavy construction equipment and other equipment and makes recommendations for needed repairs; inspects and road tests repaired vehicles noting performance of parts such as clutch, gears and brakes, etc., inspects electrical systems and equipment; inspects chassis for defects in parts, such as universal joints, drive shaft, air-suspension units, wheel alignment, steering and other related components; examines body of the equipment and determines repairs to be made.

Develops, maintains and enforces automotive repair quality standards; instructs maintenance personnel on automotive modifications and/or new maintenance procedures; makes recommendations for preventive maintenance programs; inspects equipment to assure compliance with safety standards, practices and procedures; evaluates technical literature on maintenance concepts and procedures; recommends to supervisors procedures to improve quality of maintenance.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent and completion of an automotive repair apprenticeship program (completion of an Associate of Applied Sciences Degree - Automotive Mechanics desired) and four years as a journeyman mechanic; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods and principles and techniques used in the repair and maintenance of automobile, buses, trucks, heavy construction equipment and other equipment (gasoline, diesel and propane); considerable knowledge of the equipment and tools of the trade; considerable knowledge of the occupational hazards and safety practices of the trade.

Ability to inspect mechanical work performed by others; ability to identify and diagnose mechanical and electrical problems; ability to enforce quality standards; ability to express oneself clearly and concisely, orally and in writing; ability to read and understand maintenance manuals; ability to instruct and prepare written instructions and reports; ability to establish and maintain effective working relationships with fellow employees; ability to maintain records and prepare reports.

Skill in the use of hand tools and equipment of the trade.

*Special Requirements:* Must be willing to perform shift work. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

*Physical Requirements:* Stooping, kneeling, bending, supine and occasional lifting of heavy objects, operation of vehicle through city traffic.

*Licenses and Certificates:* Texas Commercial License.

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Director of Personnel

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Department Head